

**VILLAGE OF KIMBERLY FIRE COMMISSION**  
**SPECIAL MEETING MINUTES**  
**August 19th, 2024**

**I. Call to Order**

A. Open meeting was called to order at 4:30 by Rick Weyenberg.

**II. Roll Call**

Rick Weyenberg Jolene Van Thiel Courtney Huss

**III. Retirement of Fire Chief**

A. Reviewed the letter of retirement for the Fire Chief Jim Hietpas.

**IV. Hiring Process for new Fire Chief**

A. Posting Date: August 21st, 2024

B. Application Deadline: September 11th, 2024

1. Any applicants wishing to prepare a portfolio need to have them into Kimberly Village Hall by 4:00pm to provide enough time for the Fire Commission to review prior to interviews.

C. Position will be posted both internal and external

D. Interviews will be held: September 16th, 2024

**V. Fire Chief Application/Position**

A. Add the following to the Fire Chief Position

1. Must live within 15 miles of the fire department
2. Communicate agenda items to the Fire Commission Secretary

**VI. Adjourn**

A. Motion to adjourn meeting at 5:17pm by Courtney Huss, second Jolene Van Thiel.